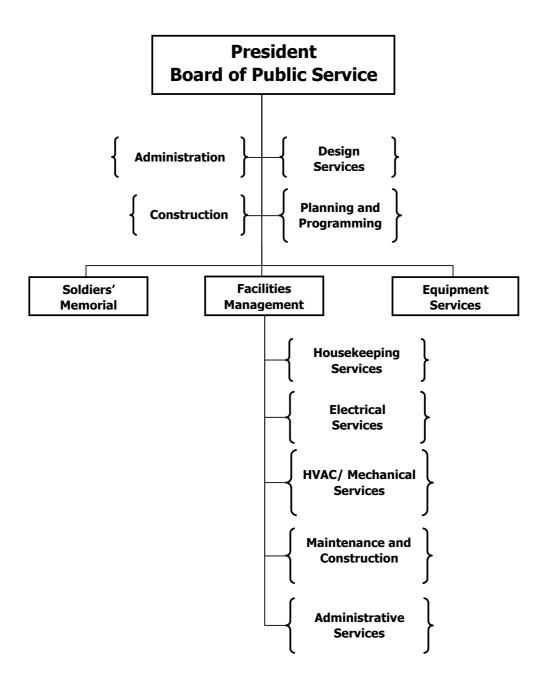


## **DEPARTMENTAL RESPONSIBILITIES**

#### GOAL: EFFICIENT AND EFFECTIVE GOVERNMENT

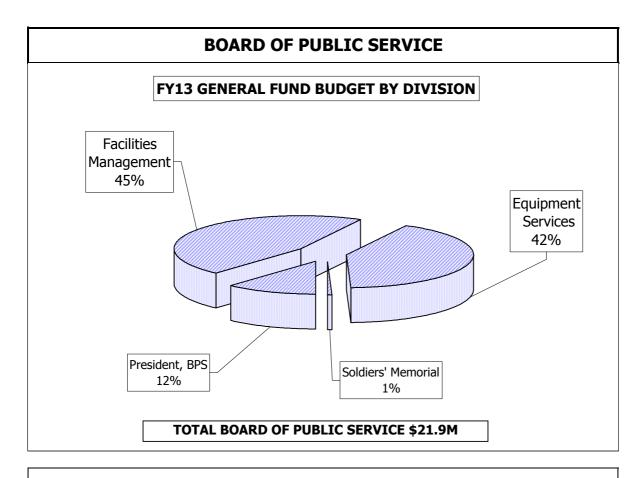
- Provide for a well maintained public infrastructure.
- Provide safe, comfortable, clean, and well maintained City-owned facilities.
- Ensure the capabilities of City departments by repairing and maintaining an effective and efficient rolling stock and equipment fleet.



## **BOARD OF PUBLIC SERVICE**

BUDGET BY DIVISION	ACTUAL FY11	BUDGET FY12	BUDGET FY13
900 President, BPS	\$2,267,431	\$2,410,100	\$2,574,822
903 Facilities Management	9,196,584	9,989,348	10,103,667
910 Equipment Services	12,486,602	12,632,494	9,153,458
930 Soldiers' Memorial	144,397	140,229	147,855
General Fund	\$24,095,014	\$25,172,171	\$21,979,802
Grant and Other Funds	\$2,590,065	\$712,169	\$5,628,992
TOTAL DEPARTMENT ALL FUNDS	\$26,685,079	\$25,884,340	\$27,608,794

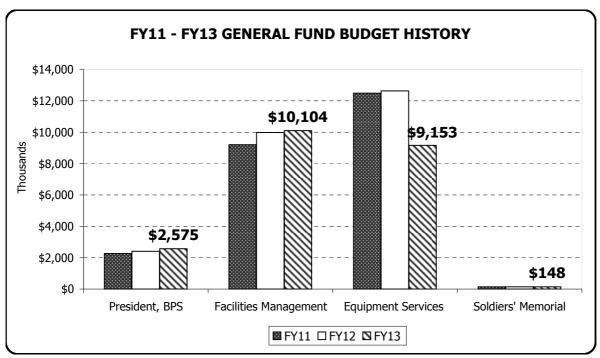
PERSONNEL BY DIVISION	ACTUAL FY11	BUDGET FY12	BUDGET FY13
000 Bussidant BDC	20.0	27.0	25.0
900 President, BPS	39.0	37.0	35.0
903 Facilities Management	37.0	37.0	37.0
910 Equipment Services	64.0	64.0	64.0
930 Soldiers' Memorial	2.0	3.0	3.0
General Fund	142.0	141.0	139.0
Grant and Other Funds	20.0	20.0	21.0
TOTAL DEPARTMENT ALL FUNDS	162.0	161.0	160.0

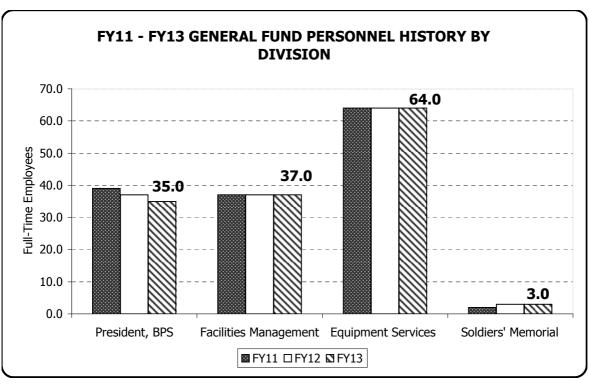


## **DIVISION HIGHLIGHTS**

- In FY13, Fuel costs will be allocated to individual departments based on prior usage in an effort to reduce waste and increase accountability.
- In FY12, Administration researched electronic filing systems to facilitate more efficient indexing and retrieval of project files and Board records.
- Facilities Management will continue retrofitting non-energy efficient systems and lighting systems to save energy.
- O In FY13, Design will initiate procurement for and design of Forest Park and other city park improvements. Construction plans to complete renovations to America's Center, phase 2 of North Tucker bridge, and complete renovations to the 1520 Market building.

## **BOARD OF PUBLIC SERVICE**





Division: 900 President, BPS

Program: Ø Division Budget 900

**Department:** Board of Public Service

#### **MISSION & SERVICES**

The President of the Board of Public Service (BPS) is responsible for all public works and improvements undertaken by the City. Its mission is to maintain and improve the infrastructure for the benefit of the residential and business communities. Duties includes the design, construction, and supervision of public works projects. BPS has administrative supervision over Facilities Management, Equipment Services, and Soldiers' Memorial operations.

EXPENDITURE CATEGORY	ACTUAL FY11	BUDGET FY12	BUDGET FY13
Personal Services	\$2,144,578	\$2,162,200	\$2,297,193
Materials and Supplies	19,118	31,900	31,900
Equipment, Lease, and Assets	11,450	23,000	23,000
Contractual and Other Services	92,285	193,000	222,729
Debt Service and Special Charges	0	0	0
Total General Fund	\$2,267,431	\$2,410,100	\$2,574,822
Grant and Other Funds	\$2,554,388	\$712,169	\$783,992
All Funds	\$4,821,819	\$3,122,269	\$3,358,814
FULL TIME POSITIONS			
General Fund	39.0	37.0	35.0
Other Funds	14.0	14.0	15.0
All Funds	53.0	51.0	50.0

**Division:** 900 President, BPS **Program:** 01 Administration **Department:** Board of Public Service

# Program Budget 900-01

## **MISSION & SERVICES**

The Division provides administrative support to all divisions in 900 and Facilities Management, Equipment Services and Soldiers Memorial.

## **PROGRAM NOTES**

In FY12, Administration researched electronic filing systems to facilitate more efficient indexing and retrieval of project files and Board records.

PERFORMANCE MEASURES	Actual FY10	Estimate FY11	Goal / Est. FY12
Number of Permits Issued	798	820	700
Permits issued within 2 days of Board	04.20/	100.00/	1000/
approval.	94.2%	100.0%	100%
EXPENDITURE CATEGORY	ACTUAL	BUDGET	BUDGET
EAF ENDITORE CATEGORY	FY11	FY12	FY13
Davis and Considers	±1 100 F26	±1 100 027	44 22F F70
Personal Services	\$1,190,526	\$1,180,927	\$1,235,578
Materials and Supplies	19,118	31,900	31,900
Equipment, Lease, and Assets	11,450	23,000	23,000
Contractual and Other Services	57,394	103,000	122,489
Debt Service and Special Charges	0	0	0
General Fund	\$1,278,488	\$1,338,827	\$1,412,967
Grant and Other Funds	\$2,321,366	\$0	\$0
All Funds	\$3,599,854	\$1,338,827	\$1,412,967
FULL TIME POSITIONS			
General Fund	16.0	15.0	15.0
Other Funds	0.0	0.0	0.0
-			
All Funds	16.0	15.0	15.0

Division: 900 President, BPS Program: 02 Design Services **Department:** Board of Public Service

## Program Budget 900-02

#### **MISSION & SERVICES**

The Design Division oversees the preparation of project cost estimates, plans and specifications for all public works. In addition, the Program maintains drawings of all infrastructure under City custodial care.

#### **PROGRAM NOTES**

In FY12, Design services completed design of improvements to America's Center, designed and put out to bid Elevator renovations at 1520 Market Street Building, and completed floor design for SLDC move into 1520 Market Street Building. In FY13, Design will initiate procurement for and begin design of Forest Park and other city park improvements and will initate design within 30 days of any project approved by EWGCG.

PERFORMANCE MEASURES	Actual FY11		Goal / Est. FY13
Total # of Plans, Estimates and Specs.	37	42	40
# of Cost Estimates within 15% of bid	34	40	40
EXPENDITURE CATEGORY	ACTUAL	BUDGET	BUDGET
EXITENDITORE CATEGORY	FY11	FY12	FY13
Personal Services	\$372,658	\$456,117	\$274,723
Materials and Supplies	0	0	0
Equipment, Lease, and Assets	0	0	0
Contractual and Other Services	0	0	30,000
Debt Service and Special Charges	0	0	0
General Fund	\$372,658	\$456,117	\$304,723
Grant and Other Funds	\$0	\$139,998	\$217,715
All Funds	\$372,658	\$596,115	\$522,438
FULL TIME POSITIONS			
General Fund	7.0	7.0	6.0
Other Funds	4.0	4.0	5.0
All Funds	11.0	11.0	11.0

**Division:** 900 President, BPS **Program:** 03 Construction **Department:** Board of Public Service

## Program Budget 900-03

#### **MISSION & SERVICES**

The Construction Division provides construction oversight on all public works projects. The major responsibility is to assure compliance on the part of contractors with construction documents and regulations.

## **PROGRAM NOTES**

In FY12, the Division completed 79 projects with a combined contract value of of over \$45 million, including 15 ARRA projects. Division is on schedule to complete O'Fallon Rec Center on time. In FY13, Division plans to complete renovations to America's Center, phase 2 of North Tucker bridge, and complete renovations to the 1520 Market building.

PERFORMANCE MEASURES  Total # of Completed Projects  Total # of Completed Projects	<b>Actual FY11</b> 84	<b>Estimate FY12</b> 79	<b>Goal / Est. FY13</b> 90
on time and at/under budget	80	77	90
EXPENDITURE CATEGORY	ACTUAL FY11	BUDGET FY12	BUDGET FY13
Personal Services Materials and Supplies Equipment, Lease, and Assets Contractual and Other Services Debt Service and Special Charges	\$410,592 0 0 34,891 0	\$342,905 0 0 90,000 0	\$491,468 0 0 70,240 0
General Fund	\$445,483	\$432,905	\$561,708
Grant and Other Funds	\$0	\$572,171	\$566,277
All Funds	\$445,483	\$1,005,076	\$1,127,985
FULL TIME POSITIONS			
General Fund Other Funds	11.0 10.0	10.0 10.0	9.0 10.0
All Funds	21.0	20.0	19.0

Division: 900 President, BPS

Program: 04 Planning & Programming

Program Budget 900-04

**Department:** Board of Public Service

#### **MISSION & SERVICES**

The Planning and Programming Section analyses all projects undertaken by the Department in order to assure appropriate staffing and funding is obtained. Staff develop, with the Alderman, ward budgets for ward capital improvement projects. The staff also prepares and tracks applications for federal funds for transportation projects.

#### **PROGRAM NOTES**

PERFORMANCE MEASURES

In FY12, Planning and Programming received th Outstanding Local Government Achievement award for EWGCG Gateway Bike Plan. In addition it developed conceptual design documents for the Municipal River Terminal Dock Reconstruction, developed and submitted 5 Transportation Improvement Plan Applications to the EWGCG, and programmed and completed 126 capital improvement projects funded by the 1/2 Cent Ward Capital Program. In FY13, Planning and Programming plans to participate in the final design of the Loop Trolley Project, represent the City

Actual FY11

Estimate FY12 Goal / Est. FY13

# of Applications to East-West Gateway			
Council of Governments	9	12	14
# of Applications approved			
for funding	8	11	14
EXPENDITURE CATEGORY	ACTUAL FY11	BUDGET FY12	BUDGET
	LIII	FIIZ	FY13
Personal Services	\$170,802	\$182,251	\$295,424
Materials and Supplies	0	0	0
Equipment, Lease, and Assets	0	0	0
Contractual and Other Services	0	0	0
Debt Service and Special Charges	0	0	0
General Fund	\$170,802	\$182,251	\$295,424
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$170,802	\$182,251	\$295,424
FULL TIME POSITIONS			
General Fund	5.0	5.0	5.0
Other Funds	0.0	0.0	0.0
All Funds	5.0	5.0	5.0

**Division:** Facilities Management

Program: Ø Division Budget 903

**Department:** Board of Public Service

## **MISSION & SERVICES**

Facilities Management is responsible for operating and maintaining City facilities. The Department's Mission is to provide safe, comfortable, sanitary and well-maintained facilities that exceed the needs of both City Employees and Residents.

EXPENDITURE CATEGORY	ACTUAL FY11	BUDGET FY12	BUDGET FY13
Personal Services	\$2,407,633	\$2,427,668	\$2,519,208
Materials and Supplies	217,754	494,500	490,500
Equipment, Lease, and Assets	9,422	19,010	24,010
Contractual and Other Services	6,561,775	7,048,170	7,069,949
Debt Service and Special Charges	0	0	0
General Fund	\$9,196,584	\$9,989,348	\$10,103,667
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$9,196,584	\$9,989,348	\$10,103,667
FULL TIME POSITIONS			
General Fund	37.0	37.0	37.0
Other Funds	0.0	0.0	0.0
All Funds	37.0	37.0	37.0

**Division:** 903 Facilities Management **Program:** 01 Housekeeping Services **Department:** Board of Public Service

## Program Budget 903-01

Actual FY11 Estimate FY 12 Goal / Est. FY13

#### **MISSION & SERVICES**

Housekeeping Services' mission is to assure all offices and public areas of City Hall and Soldiers Memorial Military Museum are well cleaned, well maintained, sanitary, and safe.

## **PROGRAM NOTES**

PERFORMANCE MEASURES

In FY12, Housekeeping Services completed training of all housekeeping staff in blood-borne pathogens, OSHA safety, asbestos awareness, and floor care. The division cross-trained all housekeeping staff in use of floor care equipment. In FY13, the division will fully implement Single Stream Recycling at City Hall and the 1520 Market street building.

Accuairia	L3tillate i i 12	Godi / Est. 1 115
	230	250
274	230	250
ACTUAL	BUDGET	BUDGET
FY11	FY12	FY13
¢357 820	¢359 402	\$380,073
		46,530
620	•	2,000
483	0	35,219
0	0	0
\$390,778	\$426,852	\$463,822
\$0	\$0	\$0
\$390,778	\$426,852	\$463,822
9.0	9.0	9.0
0.0	0.0	0.0
9.0	9.0	9.0
	\$357,820 31,855 620 483 0 \$390,778 \$0 \$390,778	274 230  ACTUAL BUDGET FY11 \$357,820 \$359,402 31,855 66,450 620 1,000 483 0 0 \$0  \$390,778 \$426,852  \$0 \$0  \$390,778 \$426,852

# Program Budget 903-02

#### **MISSION & SERVICES**

Electrical Services' mission is to assure all electrical systems are maintained and in working order. The program also oversees installation of new electrical equipment by outside contractors.

## **PROGRAM NOTES**

In FY 12 Electrical Services completed a retrofit of light fixtures in City Hal and the Carnahan Court House. In FY13, the division will phase out T-12 lamps in City Hall and replace with T-8 lighting.

PERFORMANCE MEASURES	Actual FY11	Estimate FY12	Goal / Est. FY13
Work Orders Received	1,276	1,500	1,300
Work Orders Completed	1,230	1,500	1,400
EXPENDITURE CATEGORY	ACTUAL FY11	BUDGET FY12	BUDGET FY13
	LIII	FIIZ	F113
Personal Services	\$462,454	\$469,870	\$473,271
Materials and Supplies	61,236	143,090	143,090
Equipment, Lease, and Assets	4,091	2,250	2,250
Contractual and Other Services	9,268	0	0
Debt Service and Special Charges	0	0	0
General Fund	\$537,049	\$615,210	\$618,611
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$537,049	\$615,210	\$618,611
FULL TIME POSITIONS			
General Fund	6.0	6.0	6.0
Other Funds	0.0	0.0	0.0
All Funds	6.0	6.0	6.0

**Department:** Board of Public Service

## Program Budget 903-03

Estimate FY12 Goal / Est. FY13

## **MISSION & SERVICES**

HVAC / Mechanical Services' mission is to assure all HVAC and mechanical systems are well maintained and in working order. The program maintains the fire sprinkler systems, hot water systems, freezers, and water coolers. The City's heating costs are included in this program's budget.

#### **PROGRAM NOTES**

PERFORMANCE MEASURES

In Fy12, HVAC/Mechanical Services completed a comprehensive inventory of refrigerants used in City facilities. In FY13, the division plans to automate major HVAC and Mechanical systems in order to ensure efficient operations and reduce utility costs.

Actual FY11

Work Orders Received	2,352	2,500	2,250
Work Orders Completed	2,162	2,500	2,180
Percentage of Work Orders	92%	100%	97%
Completed			
EXPENDITURE CATEGORY	ACTUAL	BUDGET	BUDGET
EM EMPTONE CATEGORY	FY11	FY12	FY13
Personal Services	\$783,624	\$781,523	\$808,496
Materials and Supplies	74,635	172,930	195,610
Equipment, Lease, and Assets	4,091	2,500	6,500
Contractual and Other Services	18,375	250	250
Debt Service and Special Charges	0	0	0
General Fund	\$880,725	\$957,203	\$1,010,856
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$880,725	\$957,203	\$1,010,856
FULL TIME POSITIONS			
General Fund	11.0	11.0	11.0
Other Funds	0.0	0.0	0.0
All Funds	11.0	11.0	11.0

**Program:** 04 Construction

Program Budget 903-04 **Department:** Board of Public Service

#### **MISSION & SERVICES**

Construction Services' mission is to assure that all wall, ceiling, door, and window systems at City facilities are well maintained and in working order. Construction Services provides carpentry, painting, and lock and key system services for most City facilities.

## **PROGRAM NOTES**

In FY 12, Construction Saervices developed and implemented a plan to change out existing keying systems with the Primus Key System in City Hall. In FY 13, the division will extend the key program to other City facilities.

PERFORMANCE MEASURES	Actual FY11		Goal / Est. FY13
Work Orders Received	908	950	1,000
Work Orders Completed	908	950	950
Percentage of Work Orders Completed	100%	100%	95%
EXPENDITURE CATEGORY	ACTUAL	BUDGET	BUDGET
EXPENDITORE CATEGORY	FY11	FY12	FY13
Personal Services	\$493,064	\$499,227	\$524,088
Materials and Supplies	47,358	108,710	101,170
Equipment, Lease, and Assets	620	1,250	1,250
Contractual and Other Services	268	0	0
Debt Service and Special Charges	0	0	0
General Fund	\$541,310	\$609,187	\$626,508
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$541,310	\$609,187	\$626,508
FULL TIME POSITIONS			
General Fund	7.0	7.0	7.0
Other Funds	0.0	0.0	0.0
All Funds	7.0	7.0	7.0

# Program Budget 903-05

#### **MISSION & SERVICES**

Administrative Services' mission is to provide managerial, technical, clerical, and customer service support to staff and our customers. Administrative Services provides technical review of plans and specifications for repair and renovation projects and inspections.

## **PROGRAM NOTES**

In FY12, Administration expanded recycling at 1520 Market, expanded the use of Building Automation Systems, and analyzed each City building to lower utility expenditures. In FY13, Administration will expand utility usage and efficiency initatives into other City facilities.

PERFORMANCE MEASURES	<b>Actual FY11</b>	Estimate FY12	Goal / Est. FY13
Work Orders Received	5,719	5,800	5,900
Work Orders Completed	6,664	5,500	5,700
Percentage of Work Orders Completed	116%	95%	96%
EXPENDITURE CATEGORY	ACTUAL	BUDGET	BUDGET
EAF ENDITORE CATEGORY	FY11	FY12	FY13
Personal Services	\$310,671	\$317,646	\$333,280
Materials and Supplies	2,670	3,320	4,100
Equipment, Lease, and Assets	0	12,010	12,010
Contractual and Other Services	6,533,381	7,047,920	7,034,480
Debt Service and Special Charges	0	0	0
General Fund	\$6,846,722	\$7,380,896	\$7,383,870
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$6,846,722	\$7,380,896	\$7,383,870
FULL TIME POSITIONS			
General Fund	4.0	4.0	4.0
Other Funds	0.0	0.0	0.0
All Funds	4.0	4.0	4.0
/ III I UIIUS	1.0	1.0	1.0

**Division:** 910 Equipment Services

Program: Ø Division Budget 910

**Department:** Board of Public Service

#### **MISSION & SERVICES**

The Equipment Services Division (ESD) manages, maintains, and fuels vehicles and equipment for other City agencies (except Police, Airport, and Water Treatment Plants).

#### **PROGRAM NOTES**

In FY11, Equipment Services prepared reports and tracking systems which would facilitate making ESD an Internal Service fund. In addition, the division implemented Fire Suppression and Snow Removal vehicle replacement strategies. In FY13, Equipment Services will begin administering an Internal Service fund for charging individual departments for fuel usage. It is hoped that this new system will promote fuel efficiency efforts.

PERFORMANCE MEASURES	Actual FY11	Estimate FY112	Goal / Est. FY13
Fleet Size / Average Age	2,177 / 12.2	2,178 / 12.8	Unknown / 7.6
Cost Per Vehicle	\$5,630	\$5,783	\$5,263
Vehicle Availability (units downed for			
unscheduled maintenance)	80%	50%	50%
Unnecessary Expenses (crash, abuse)	\$135,246	\$141,568	\$0
EXPENDITURE CATEGORY	ACTUAL	BUDGET	BUDGET
EXILIBITORE CATEGORY	FY11	FY12	FY13
Personal Services	\$3,947,942	\$4,037,169	\$4,183,950
Materials and Supplies	5,962,188	6,321,400	2,420,950
Equipment, Lease, and Assets	5,464	5,530	5,000
Contractual and Other Services	2,571,008	2,268,395	2,543,558
Debt Service and Special Charges	0	0	0
General Fund	\$12,486,602	\$12,632,494	\$9,153,458
Grant and Other Funds	\$0	\$0	\$4,845,000
All Funds	\$12,486,602	\$12,632,494	\$13,998,458
FULL TIME POSITIONS			
General Fund	64.0	64.0	64.0
Other Funds	6.0	6.0	6.0
All Funds	70.0	70.0	70.0

**Division:** 930 Soldiers Memorial

Program: Ø Division Budget 930

**Department:** Board of Public Service

#### **MISSION & SERVICES**

Soldiers Memorial is dedicated as a memorial for veterans and as a museum for preserving a historic collection of military artifacts. The memorial building is open to the public and has meeting space available for veterans and other groups.

#### **PROGRAM NOTES**

In FY12, Solider's Memorial worked with the Association of St. Louis Area Archivists and the Museum Studies Program at UMSL to place student interns-volunteers at Soldiers Memorial to assist with collection care and museum installations. In FY13, will work with the "Friends of the Soldiers Memorial Military Museum" (501 (c) (3) organization), with the goal of funding major capital improvements at Soldiers Memorial. Soldier's Memorial will continue to care for and store the museum collection according to professional museum standards.

PERFORMANCE MEASURES	Actual FY11	Estimate FY12	Goal / Est. FY13
Tours / Presentations	98	110	120
Total Museum Visitors	65,000	59,000	60,000
EXPENDITURE CATEGORY	ACTUAL	BUDGET	BUDGET
LAI ENDITORE CATEGORY	FY11	FY12	FY13
Personal Services	\$100,269	\$139,430	\$146,795
Materials and Supplies	87	500	500
Equipment, Lease, and Assets	0	299	560
Contractual and Other Services	44,041	0	0
Debt Service and Special Charges	0	0	0
General Fund	\$144,397	\$140,229	\$147,855
Grant and Other Funds	\$35,677	\$0	\$0
All Funds	\$180,074	\$140,229	\$147,855
FULL TIME POSITIONS			
General Fund	2.0	3.0	3.0
Other Funds	0.0	0.0	0.0
All Funds	2.0	3.0	3.0
, iii i diido	2.0	5.0	5.0